



**CHARLESTON**  
LEGAL ACCESS

3775 Spruill Avenue, Suite B  
North Charleston, SC 29405  
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(843) 640-5980

**Charleston Legal Access  
Senior Litigation Attorney**

**Job Title: Senior Litigation Attorney**

**Organization: Charleston Legal Access**

**Location: Charleston, South Carolina**

**Position Type: Full-time but willing to explore reduced hours**

**Salary Range: minimum salary \$70,000 to \$80,000 (Based on Experience)**

**Benefits: Health insurance, PTO, Sick Leave, flexible work arrangements, and professional development opportunities**

**Application Deadline: Rolling**

**Email Application to: Lana@charlestonlegalaccess.org**

**Subject Line: Litigation Attorney**

**Contact Person: Lana Kleiman, (843) 640-5980 Ext. 3000, lana@charlestonlegalaccess.org**

**About Charleston Legal Access (CLA):**

Charleston Legal Access is a nonprofit, sliding-scale law firm dedicated to expanding legal representation and access to justice in the Lowcountry. Our mission is to provide low-cost, quality legal representation and assistance to the underserved middle class, filling a crucial void in our justice system. We are committed to addressing systemic barriers to justice and increasing access through innovative projects and community engagement.

**Position Overview:**

CLA is seeking a driven and experienced Senior Litigation Attorney to join our dynamic team. The successful candidate will handle a diverse caseload of civil matters, with a focus on Family Law, Housing, Landlord/Tenant, Property, Contract disputes, and Guardianships. This position involves representing clients through all stages of litigation, providing supervision to junior attorneys and paralegals, contributing to strategic initiatives, and supervising the Intake



Manager. There is a strong preference for a candidate with family law and management experience.

**Primary Responsibilities:**

- Meet with clients and represent them throughout the litigation process, including drafting documents, negotiating settlements, conducting depositions, and appearing in court.
- Prepare all necessary legal documents for case filings, including memos, briefs, and court pleadings.
- Maintain accurate case files, notes, invoices, and reports.
- Participate in case selection, intake, analysis, and strategy discussions.
- Represent clients in courts across Charleston, Dorchester, and Berkeley Counties.
- Provide support and guidance to other attorneys.
- Supervise the Intake Manager.

**Required Qualifications:**

- Admission to the South Carolina Bar.
- Located in or willing to relocate to the Tri-county area.
- 3- 5 years of litigation experience, preferably in Family Law.
- Experience in both state courts.
- Commitment to CLA's mission and values.
- Excellent communication, interpersonal, and organizational skills.
- Excellent analytical, negotiation, and leadership skills.
- Ability to manage a high-volume caseload.
- Ability to work independently and collaboratively in a diverse team environment.
- Creative problem-solving skills with the ability to lead and complete projects on time.

**How to Apply:**

Interested candidates should email a resume and cover letter to [Lana@charlestonlegalaccess.org](mailto:Lana@charlestonlegalaccess.org) with the subject line "Senior Litigation Attorney." In your cover letter, please highlight how your qualifications align with the job requirements outlined above. Applications will be reviewed on a rolling basis.

**Charleston Legal Access is an equal-opportunity employer. We value a diverse workforce and an inclusive culture that reflects the rich diversity of the communities we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, familial or veteran status, and we strongly encourage applications from persons of diverse backgrounds.**